

Issuance Date: July 19, 2006
Closing Date: August 2, 2006
Closing Time: 3:00 p.m. (Manila, Philippines Time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (US PSC) - Resident Hire
Senior Program Manager, USAID/Mongolia

Gentlemen/Ladies:

The United States Government, represented by the U.S. Agency for International Development (USAID) Regional Office in the Philippines, is seeking applications (Optional Form 612's) from U.S. Citizens interested in providing the Personal Services Contract (PSC) services in Mongolia as described in the attached solicitation. Applications, based on the information required in the attachment, shall be submitted at the date, time and place specified therein.

Shortlisted offerors will be requested: (a) to be available for an interview, either in person or by telephone, (b) to provide names and contact information for at least three references; and (c) to provide one example of recent written work.

Applicants should submit their applications to Ma. Belinda De La Torre, Acquisition Specialist, who can be reached at fax nos. (632) 552-9899 or (632) 552-9999, or by e-mail <mdela@usaid.gov>. Applications shall be submitted by courier, hand delivery, mail or electronic commerce such as fax or e-mail.

The U.S. mailing address is: Office of Regional Procurement
PSC 502, Box 1
FPO AP 96515-1200.

The local address is: Office of Regional Procurement
USAID/Manila
8/F PNB Financial Center
Pres. Diosdado Macapagal Blvd.
1308 Pasay City, Philippines.

E-mail address is: mdela@usaid.gov

Applicants should retain for their records, copies of all enclosures or attachments which accompany their proposals.

Sincerely,
Raymond L. Edler
Supervisory Regional Contracting Officer
USAID/Philippines and Mongolia

SOLICITATION NUMBER : 438-06-012
ISSUANCE DATE : July 19, 2006
CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF PROPOSALS : August 2, 2006 at 3:00 in the afternoon, Manila, Philippines time.
POSITION TITLE : Senior Program Manager – Resident Hire
MARKET VALUE : GS 15 (\$91,507 - \$118,957)
PERIOD OF PERFORMANCE : o/a September 1, 2006 – October 30, 2007
PLACE OF PERFORMANCE : Ulaanbaatar, Mongolia
SECURITY ACCESS : Secret Clearance
AREA OF CONSIDERATION : U.S. Citizens residing in Mongolia
JOB DESCRIPTION : See below.

A. BACKGROUND

The senior Program Manager position is a long-term Personal Services Contract (PSC) position open to U.S. citizens. The incumbent will become an integral part of USAID/Mongolia, located in an annex to the U.S. Embassy in Ulaanbaatar, Mongolia. He or she will report directly to the USAID Representative. However, he or she will be expected to exercise substantial independent professional knowledge as well as exceptional judgment in the planning, monitoring and implementation of an effective USAID program in Mongolia.

1. Country Information

In 1991, Mongolia shook off its dependence on the Soviet Union and embarked on far-reaching political and economic reforms. On the political front, Mongolia conducted a series of elections and peaceful changes of government and introduced a degree of political openness unheard of by previous generations. Simultaneously, Mongolia made significant steps toward establishing a market economy. The private sector, both formal and informal, now accounts for 75 percent of GDP--up from virtually nothing in 1991. The challenge over the next five years is to consolidate these still fragile changes and help Mongolia become an attractive place to invest money, do business, and create jobs. Mongolia's ability to reach this goal will hinge on its willingness to deal forthrightly with a series of "good governance" issues, including accountability, transparency, and corruption.

Roughly the size of Alaska, landlocked between Russia and China, and isolated for centuries, Mongolia is now opening itself to the world economy. Mongolia's southern border with China extends for 2,800 miles, China's single longest border with any country. Mongolia's northern border with Russia extends for 1,900 miles. From a political and economic standpoint, an independent, democratic, secure, and prosperous Mongolia will contribute greatly to stability in both Central Asia and Northeast Asia.

Per capita income in Mongolia is around \$650 a year. This figure does not fully capture the contributions made by Mongolia's increasingly vibrant "underground" economy, fueled by thousands of Mongolians who live and work in Asia, Europe, the United States and elsewhere. Mongolia's estimated GDP is \$1.6 billion, but a shadow economy survey in 2005 found that about half of GDP is hidden to avoid taxes. External debt is about \$1.4 billion, almost equal to GDP. Most debt is on concessionary terms, primarily from the Asian Development Bank (ADB), World Bank, South Korea, Japan, and China. After several years of stagnation, Mongolia's GDP growth reached 4.0 percent in 2002, 5.6 percent in 2003, and 10.6 percent in 2004. The recent growth in GDP is primarily attributable to increased mining activity (gold) and the recovery of livestock herds from losses incurred during harsh winters from 1999-2002. Growth in the mining sector was the principal contributor to the reduction in Mongolia's trade deficit.

The termination of the Multi-Fiber Agreement (MFA) in 2005 had a significant impact on Mongolia's textile industry. About 30 percent of foreign-owned firms in the sector left Mongolia or simply closed their operations here. Estimates indicate that in the first ten months of 2005, total manufacturing output fell by 26 percent compared to the same period in 2004, and textile and apparel output fell by 41.5 percent and 69 percent over the same period, respectively. (Data in fixed prices.) Exports of finished textile products declined by 40.5 percent. Data on the impact on employment is not yet available, but the loss of jobs in the textile industry may be as high as one-third of the labor force in that sector. The "shock" was dramatic, and only the significant gains in the mining sector kept national aggregate indicators from falling.

The performance of Mongolia's health and education indicators remains impressive, reflecting the large share of budgetary resources devoted to them. The percentage of those over 15 who can read and write is officially around 98 percent. In contrast to most developing countries, Mongolian women are more likely than men to graduate from high school. At the university level, more than two-thirds of all students are women. More than 95 percent of all Mongolian children are vaccinated; life expectancy is around 65 years, and infant mortality is estimated at 23 per 1,000. In these areas, Mongolia outperforms most other countries at a comparable stage of development.

A commitment to economic and political reform, an educated population, and an abundance of natural resources all combine to provide Mongolia with a unique opportunity to participate on the world stage. Yet much remains to be done. The reforms passed by Parliament not only need to be effectively implemented; they also must become part of a "living culture" that builds on the strengths of a market economy while adhering to the norms of a real democracy. In addition, Mongolia must continue to move aggressively to expand transparency, root out corruption, further reform the court system, and streamline commercial rules and regulations to encourage local entrepreneurs, attract foreign investment, and ensure a more just and democratic society for its citizens.

2. Program Information

USAID/Mongolia plays a lead role in providing bilateral U.S. economic assistance to Mongolia. The program emphasizes two main themes: sustainable, private-sector led economic growth; and more effective and accountable governance.

The current USAID strategy in Mongolia covers the period 2004-2008. The strategy explicitly links the two main strategic objectives of the program, promoting democracy and strengthening private sector-led economic growth.

Strategic Objective One (438-001-01 -- "*Accelerate and Broaden Sustainable, Private Sector-Led Economic Growth*") consists of three main projects.

The Economic Policy Reform and Competitiveness (EPRC) Project works with both government and the private sector to promote economic policy reform, energy sector restructuring, and improved competitiveness in such key sectors as tourism, cashmere, and financial services. Since 2004, the project has been implemented by Chemonics International, Inc.

The Gobi Initiative promotes economic growth by developing and strengthening rural businesses. Activities include facilitating financial transactions with local banks, technical support for herders and small-medium sized enterprises; and providing expanded business information services through various media, including radio programs and the quarterly magazine Rural Business News.

The GER Initiative, which began in 2003, is managed by Cooperative Housing Foundation. This project promotes business development and employment services for poor residents of Mongolia's largest urban centers of Ulaanbaatar, Darkhan, Erdenet, Choibalsan and now Bayan-Ulgii.

The Strategic Objective Two (438-002-01 -- *More effective and Accountable Governance*) consists of three main projects.

The Judicial Reform Project, which began in 2001 and is managed by the National Center for State Courts, focuses on improving the professional and institutional capacity of the judiciary, including the greater accountability, improved ethical standards, increased professionalism, and greater judicial independence. Technical assistance, training and equipment focus on case management, court assistance and legal education.

The Electoral and Parliamentary Support Project began in 2005 and is implemented by the International Republican Institute (IRI). This project works with Parliament to make it more effective and accountable, and with the General Elections Commission to help assure that the results of local and national elections fairly reflect the will of the people.

The Mongolia Anti-Corruption Support Project, implemented by The Asia Foundation, began in 2005 and is designed to work with civil society to help reduce the incidence and scope of corruption, strengthen Mongolia's capacity to combat corruption, and to empower the public to demand transparency and accountability in decision-making.

The USAID program budget in recent years has averaged around \$10 million annually, with \$7.32 in FY 2006, and all of it in grant form. Mission staff consists of two USDH (the USAID Representative, and the International Development Intern); one USPSC Senior Program Manager; three FSN professional staff; and three FSN support staff. Funding mechanisms include both contracts and cooperative agreements, setting in motion a number of development activities that are implemented in partnership with Mongolian counterparts and employ about a dozen expatriate experts and several hundred Mongolian staff.

The USAID program is considered an integral part of the Embassy country team and seeks to integrate foreign assistance programs with broader USG objectives in the country. Mongolia receives around \$300 million in donor assistance each year, one of the highest per capita assistance levels in the world. Major multilateral donors are Japan, Germany, the United States, the Netherlands, the United Kingdom, Turkey and France. Multi-lateral donors are the World Bank, the Asian Development Bank, the United Nations organizations, the European Bank for Reconstruction and Development, and the Nordic Development Fund. Here again, the USAID Mission seeks to work closely with other donors to coordinate programs and ensure lasting impact.

B. DUTIES AND RESPONSIBILITIES

USAID/Mongolia requires a Senior Program Manager with considerable experience in USAID or related donor systems and procedures to assist the USAID Representative and the professional Mongolian staff in ensuring sound program planning, management, implementation, monitoring and assessment.

Working under the broad supervision of the USAID Representative but exerting an important degree of independent judgment and initiative, the Program Manager will play a lead role in initiating new project development; establishing and maintaining monitoring systems; mentoring and advising Mongolian staff; providing technical input into key elements of the program; coordinating with other donors as well as counterparts in both the government and private sector; and assisting and in some cases taking lead responsibility for assorted program-related tasks, including planning, programming, implementing, budgeting and monitoring.

USAID/Mongolia operates using a team approach. With this in mind, the Program Manager must demonstrate excellent communication and inter-personal skills. Flexibility and a pragmatic, results-oriented approach is also essential. Other requirements include sound judgment, cultural sensitivity and an ability to prioritize effectively and work well under pressure. Like all other Mission staff, the Program Manager will be expected to demonstrate flexibility and undertake a variety of both strategic and operational assignments.

Specifically, the Program Manager will undertake the following tasks:

Serve as senior advisor for Mission's two Strategic Objective teams: Ensure effective quality control and technical oversight while also ensuring adherence to USAID policies and procedures. This will entail significant involvement and in some cases lead responsibility for developing new activities, reviewing work plans, liaising with various development partners, advising contractors and grantees, drafting significant correspondence, making strategic and tactical adjustments and assuring achievement of results under each SO.

Provide technical support across the full range of Mission activity: Take lead responsibility for preparing significant program and project documentation, including scopes of work, procurement plans, budgets, obligation schedules, program descriptions, requests for proposals, MAARDs, Washington reporting and other material. Also, provide quality advice and recommendations on technical issues related to Mission's prospective future activities as well as the Mission's two currently approved Strategic Objectives. Among other duties in this context, it is expected that this contractor will serve as Leader of the Mission's Strategic Objective Team for USAID/Mongolia's Economic Growth Objective, and as a member of the SO Team for the Mission's Democracy and Governance Objective.

Maintain effective program monitoring system: Take lead role in maintaining the Mission Performance Monitoring Plan (PMP) developed under the Mission's 2004-2008 strategy. Also, assess and make recommendations on ongoing program performance, in part through site visits as well as regular discussions and consultations with partners and counterparts.

Mentor USAID/Mongolia staff: Provide advice, guidance and on-the-job training across the full range of technical, administrative and procedural issues and activities undertaken by USAID/Mongolia FSN staff as it relates to the planning and implementation of an effective USAID program in Mongolia.

Advise USAID/Mongolia USAID Representative: Provide strategic guidance, analysis, advice and recommendations to the USAID Representative on all aspects of ongoing or potential future USAID activity in Mongolia. Also, provide similar inputs in discussions with members of Embassy country team, other donors and counterparts, assuming responsibility on occasion for representing USAID in meetings and consultations involving the full range of donor-funded development activity in Mongolia.

Undertake Other Activities as Appropriate: From time to time, the incumbent may be required to perform certain other duties relevant to this position that are not specifically described above. Such additional duties as assigned by the USAID Representative are considered inherent to the position as well as the smooth functioning of a small, results-oriented USAID Mission working in a dynamic, complex and changing political and economic environment.

C. RELATIONSHIPS AND RESPONSIBILITIES

The incumbent will serve as a key member of the USAID/Mongolia staff. Working under the broad general direction of the USAID Representative, he or she may serve as the Acting USAID Representative, providing senior policy recommendations and advice while also becoming involved in the myriad of coordination tasks and operational details that are involved in running a \$7.5 million annual assistance program with a small staff. Day-to-day activities will include a combination of strategic level management and policy guidance as well as operational responsibility at an activity level. There will be substantial scope for site visits involving significant travel in the Mongolian countryside; interaction and guidance to USAID-funded contractors and grantees; coordination with other donors; and dialogue with leading counterparts in both the public and private sector.

Effective “coaching” and “mentoring” of the Mission’s Mongolian staff on USAID policies and procedures as well as the technical aspects of program planning and implementation is an essential element in this assignment. In addition, the incumbent must maintain effective and productive working relationships with other Embassy staff; with Washington counterparts; with other donors; and with the full range of USAID’s stakeholders and development partners in Mongolia, both inside and outside the government.

D. QUALIFICATIONS AND SELECTION CRITERIA:

The scope of work described above requires the following qualifications and professional experience, each of which will be assessed as part of the competitive selection criteria highlighted below. Detailed reference checks and phone or face-to-face interviews will be an important part of the overall selection process.

Education (10 points): At least a Master’s degree in business, economics or a related development field.

Professional Experience (30 points): At least ten years progressively challenging management experience in a third world or post Soviet development context, preferably involving a mix of public and private sector knowledge and expertise.

USAID/Donor Knowledge (30 points): Demonstrated familiarity with key elements of the major policy, administrative and technical elements involved in delivering donor programs successfully, either in a USAID context or in a related multilateral or bilateral donor context. This includes demonstrated skills in planning, monitoring and implementing aid programs and activities.

Strong Interpersonal, Communication and Relevant Technical Skills (30 points): Demonstrated ability to work with a broad range of counterparts at all levels; contribute in a team-oriented workplace; employ strong inter-personal and inter-cultural skills; display good judgment and strong analytical skills; and communicate effectively in both written and oral form.

USAID reserves the right to interview top-ranked applicants either by phone or face-to-face. The results of the interview and detailed reference checks will form an important part of the overall selection process.

E MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

This position is open to U.S. Citizens. The successful candidate must be able to show prior to start of the contract that s/he is medically fit for the work to be undertaken under the PSC contract. Details of how to obtain Medical unit clearance will be provided once a job offer is made and accepted.

The successful applicant must likewise be able to obtain a USAID security clearance involving a comprehensive background investigation performed by USAID/IG/Security.

F. TERMS OF PERFORMANCE

The term of the contract shall be for an estimated 14 months beginning on or about September 1, 2006 to October 30, 2007.

Within seven (7) days after written notice from the Contracting Officer that all clearances required under the General Provisions have been received or unless another date is specified by the Contracting Officer in writing, the incumbent shall commence performance of the duties specified above at the USAID/Mongolia offices in Ulaanbaatar, Mongolia.

G. COMPENSATION:

The position is classified at the GS-15 (\$85,140 - \$110,682) level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earning history. FICA and federal income tax shall be withheld by USAID.

H. BENEFITS:

As a matter of policy, and as appropriate, a resident-hire PSC is normally authorized the following:

Employee's FICA contribution*
Contribution toward Health and Life Insurance*
Pay Comparability Adjustment*
Annual Salary Increase (if applicable)*
Eligibility for Worker's Compensation*
Annual and Sick Leave*

I. FEDERAL TAXES

US PSCs are not exempt from payment of Federal Income Taxes under the foreign earned income exclusion.

J. ACQUISITION/ASSISTANCE POLICY DIRECTIVES (AAPDs)/CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy, regulations and contract provisions. Please refer to the following website to determine which AAPDs/CIBs are applicable to this contract:
http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/.

Additionally, AIDAR Appendix D also applies to US PSCs and can be found at:
<http://www.usaid.gov/policy/ads/300/aidar.pdf>.

K. INSTRUCTIONS TO APPLICANTS

Qualified and interested individuals should submit:

- (a) a completed and signed U.S. Government Optional Form 612 (available at http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do> or at Federal offices;
- (b) resume or CV;
- (c) one writing sample (report or article), and;
- (d) points of contacts including name, telephone number and e-mail for three professional references.

Applications may be sent via:

Air Courier or Local Delivery

USAID/Philippines
Office of Regional Procurement
Attention: M. De La Torre
8/F PNB Financial Center
Pres. Diosdado Macapagal Blvd.
1308 Pasay City, Philippines

U.S. Mail

USAID/Manila
Office of Regional Procurement
PSC 52, Box 1
FPO AP 96515-1200

E-mail

mdela@usaid.gov

L. LIST OF REQUIRED FORMS FOR PSCs

Signed Optional Form 612
Contractor Physical Examination (AID Form 1420-62)**
Questionnaire for Sensitive Positions (for National Security)(SF-86)** or
Questionnaire for Non-Sensitive Positions (SF-85)**
Finger Print Card (FD-258)**

* Standardized Regulations (Government Civilians Foreign Areas)

** These forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.